Within-Grade Increase waiting periods:

For an employee with a scheduled tour of duty who has a work performance rating of satisfactory or better, as determined by the head of the agency, shall advance automatically to the next higher step within the grade at the beginning of the first applicable pay period following his/her completion of the waiting period.

GS (GENERAL SCHEDULE):

Steps 2, 3, and 4	=	52 Calendar weeks of creditable service (12 months)
Steps 5, 6, and 7	=	104 Calendar weeks of creditable service (24 months)
Steps 8, 9, and 10	=	156 Calendar weeks of creditable service (36 months)

WG, WL, WS, (WAGE GRADE, WAGE LEADER, WAGE SUPERVISOR):

Step 2	=	26 Calendar weeks (6 months)
Step 3	=	78 Calendar weeks (18 months)
Step 4 & 5	=	104 Calendar weeks (24 months)

*Note: Excess time in a personal (non-military related) Leave Without Pay status may result in a delay of the WGI.

Nonpay Status Time Allowed:

A total of the hours in a nonpay status in a waiting period is creditable service for advancement.
Any time in a nonpay status beyond the hours allowed reflected below, the next within-grade increase will be adjusted to the next pay period.

GS to:
Steps 2, 3 and 4	=	80 hrs
Steps 5, 6 and 7	=	160 hrs
Steps 8, 9 and 10	=	240 hrs

WG to:
Step 2	=	40 hrs
Step 3	=	120 hrs
Step 4 and 5	=	160 hrs

Federal Government regulations view a work day as 8 hrs regardless of work schedule when computing various computations.

Example:
Pat was a WG-10 Step 2 on 11 Mar 2012. Anticipated Step 3 increase would be on pay period beginning 8 Sep 2013 (18 months).

If Pat has 120 hrs of LWOP in the waiting period (11 Mar 2012 – 7 Sep 2013) no change in due date or pay date.

If Pat has 160 hrs of LWOP.   The 40 hrs over the allowed nonpay hrs will move the due date. The due date becomes 13 Sep 2013 instead of 8 Sep 2013 and the pay date becomes pay period beginning 22 Sep 2013.

If Pat has 180 hrs of LWOP. The 60 hrs over the allowed nonpay hrs will move the due date. The due date becomes 18 Sep 2013 instead of 8 Sep 2013 and the pay date becomes pay period beginning 22 Sep 2013.